

MOTOR VEHICLE OPERATOR QUALIFICATION

Objective: Minimize the risk of automobile accidents involving County employees.

Policy Number: 01-37

Reference: Effective Date: March 17, 1992

Modified Date: February 3, 2004

Policy: Tompkins County must review the background of employees relative to their job duties to ensure that all employees who operate motor vehicles on behalf of Tompkins County do so in a way that provides the highest degree of safety for the general public, clients, inmates, employees and others. Resolution #16: February 3, 2004

Procedure:

Department: Personnel Department

Definitions: Motor Vehicle: Any motorized means of transportation used in the course of performing County business, including any automobile, whether owned or leased by the County or the employee.

Application: This policy applies to all employees of Tompkins County and to all persons who ever operate a vehicle on County business, whether own or County's.

1. A. All employees who drive on County business, even on an infrequent or occasional basis, must maintain a valid New York State motor vehicle license. New employees whose motor vehicle license is from another state must proceed expeditiously to secure a New York State license.

B. All employees who drive on County business are required to immediately notify the department head in the event his or her motor vehicle license has been restricted, suspended, revoked or expired.

C. Since an individual's motor vehicle record is indicative of overall driving habits, County Risk Manager shall periodically review Department of Motor Vehicle records of current employees and of applicants who are required to drive on County business.

D. The Risk Manager shall perform periodic checks of the motor vehicle record of all persons authorized to operate motor vehicles on County business. In any instance when the Risk Manager determines that a position applicant has accumulated eight (8) points or more during the previous three (3) years, this information shall be conveyed immediately to the Commissioner of Personnel and the department head. The department head must take this information into account when making hiring decisions.

E. Whenever an employee who drives on County business has accumulated eight (8) points or more points during the previous three (3) year period, the department head shall

encourage the employee to participate in and successfully complete the New York State Accident Prevention course which will reduce four (4) points from the employee's record. Employees who still have eight (8) or more points at the end of the twelve (12) month period following the notification may be ineligible to drive on County business. The department head may, if the needs of the department permit, revise the responsibilities of the position, or individual filling a position, to lessen the risk involved. Discussions between the department head and the Risk Manager and Commissioner of Personnel may be appropriate at this point.

2. No individual who is not an employee of Tompkins County may ever operate a County motor vehicle.